



IT Director (Part-Time)

JOB BRIEF

The Village of Sun River Terrace is seeking a part-time IT Director to oversee all IT (Information Technology) functions for the Village. An excellent IT Director is very knowledgeable in IT and computer systems. They have a solid technical background while able to manage and motivate people. The ideal candidate will be experienced in creating and implementing IT policies and systems that will meet objectives. The goal is to ensure IT systems and people are effective and functioning within the limits of budget, time and specifications of the Village.

RESPONSIBILITIES

- Oversee all technology operations and evaluate them according to established goals
- Devise and establish IT policies and systems to support the implementation of strategies set by upper management
- Analyze the business and municipal requirements of all departments to determine their technology needs
- Purchase efficient and cost effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to upper management
- Assist in building relationships with vendors and creating cost-efficient contracts

REQUIREMENTS

- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Sound understanding of computer systems (hardware/software), networks etc.
- Excellent organizational and leadership skills
- Outstanding communication abilities
- BSc/BA in Computer Management and Information Systems, Management Information Systems, Computer Science, Engineering or relevant field